

# **2002 TDH/AHA/THA Survey *Online***

## **GETTING STARTED**

### **STEP 1: LOGIN**

When you are ready to begin using the online 2002 TDH/AHA/THA Annual Survey of Hospitals, log on to the Internet and go to [www.ahasurvey.org](http://www.ahasurvey.org) or [www.tdh.state.tx.us/dpa/survey](http://www.tdh.state.tx.us/dpa/survey). Once you are there, you will be prompted to enter a login ID and password. For your unique login ID and password, please contact Dwayne Collins at (512) 458-7261 or E-mail: [Dwayne.Collins@tdh.state.tx.us](mailto:Dwayne.Collins@tdh.state.tx.us). Please note that the unique login ID, password, and seven digit Facility Identification (FID) information is also provided on the Web Survey Login sheet mailed directly to your administrator as part of the survey packet.

### **STEP 2: FACILITY VALIDATION**

You will first be asked to verify that the facility information we have listed for you is correct. If the information presented is correct, please simply click Next. If you need to make changes, your information will be sent to Health Forum, AHA for review and you will be contacted once your new information has been verified.

### **STEP 3: SET YOURSELF UP**

Once you have logged in for the first time, the login ID and password on this page will no longer be valid. The system will prompt you to set up a new user ID and password for yourself. Memorize the new ID and password for future use. This process will ensure that no one other than you will be able to login as the survey administrator for your facility.

### **STEP 4: WELCOME PAGE**

The welcome page will give you an introduction to the THA/AHA/THA Annual Survey process. Sections A through F represent AHA part of the survey and section SA (state addendum) refers to TDH survey supplement. Once you have completed sections A through F of the AHA part of the survey you will be prompted to complete section SA- (state addendum) TDH Survey Supplement. This section contains sections F through M. Your hospital's survey will not be considered final until all sections are complete.

### **STEP 5: PRESURVEY QUESTIONS**

You will be presented with an initial page of questions. This will set the stage for your navigation through the survey itself. Depending on your answers on this page, you will be presented with different options as you complete the rest of the survey.

### **STEP 6: SET UP OTHER USERS**

If you chose to set up other users for your facility, you will have the option now. You may also return to this page later by selecting User Admin from your hospital home page. If you would like other people at your facility to be able to enter the data directly into the system, you can set them up with their own login ID and password.

If you have questions, please contact Dwayne Collins at (512) 458-7261, fax (512) 458-7344 or E-mail: [Dwayne.Collins@tdh.state.tx.us](mailto:Dwayne.Collins@tdh.state.tx.us).